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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

1.10.3 Guidance on Community Involvement

Text Pages 2 through 9

Attachment

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: *Signature on File*
 Collider-Accelerator Department Chairman Date

R. Karol

1.10.3 Guidance on Community Involvement

1. Purpose

Perhaps the most critical step for the Laboratory in the community involvement process is identifying whether or not an issue may need community involvement. Because of the importance of recognizing community involvement opportunities, the BNL has implemented this step in SBMS, [Community Involvement in Laboratory Decision-Making](#).

Issues that are not captured in the community involvement process or are captured too late can result in damage to the relationship between the Laboratory and the community, and can put the success of a decision at risk. Recognizing that an issue represents an opportunity to involve the community is the key to implementing culture change at BNL.

Identifying whether or not an issue may need community involvement includes nine steps. C-A managers should complete the process for all issues and decisions that have any potential for interest or concern in the community. Most issues will have no need for community involvement.

2. Responsibilities

2.1 C-A Division Heads, and Chief EE and ME and higher, up to the Department Chair, are responsible to implement this procedure.

2.2 The Associate Chair for ESHQ, or the ESHQ Division Head, are the points of contact for implementing this procedure.

3. Prerequisites

None

4. Precautions

None

5. **Procedure**

- 5.1 The identification of issues cannot be accomplished through the simple application of a rule; it requires judgment. A list of community involvement trigger words has been compiled by BNL to aid managers in developing and applying this judgment. If any of the following words, applicable to C-A, appears in the title or description of an issue, the responsible manager should consider it for community involvement.

Trigger Words

Accident	Exercise	Priority
Accidental	Exposure	Protected
Advocates	Evacuation	Public
Animals	Fatality	Radioactive
Buffer Zone	Fire	Radioactivity
Chemical	Fish	Recreation
Cleanup	Funding	Release
Commercial Development	Ground Water	Restoration
Community	Habitat	Roads
Cobalt-60	Hazard	Safety
Concern	Hazardous	Shipment
Contamination	Health	Signs
Controversial	Injury	Soil
Decontamination	Jobs	Spill
Deer	Noise	Tritium
Demolition	Reportable Occurrence	Uranium
Economy	Pine Barrens	Visual
Emissions	Planning Assumption	Water
Environment	Postings	Waste Transportation
Environmental	Precedent	Wetland
	Preservation	Worker Health

- 5.2 If an issue/decision may require community involvement, complete the [Checklist for Identifying Decisions that May Require Community Involvement](#).
- 5.2.1 Attachment 8.1 lists the questions in the checklist and provides guidance for answering each question in the checklist that will help identify situations in which the issue could produce interest or concern in one or more segments of the community. All interested or potentially affected audiences should be considered in answering the questions, including internal and external groups.

Examples of potentially interested and/or affected audiences are listed below:

- Neighboring communities
- Community organizations
- Special interest groups
- Educational organizations
- Business organizations
- Regulatory agencies
- Lab employees, retirees, facility-users and/or other on-site guests
- Lab partners and clients
- Elected officials
- U.S. DOE

Each question in the checklist should be answered “yes” or “no”. If you are not sure if the item applies to your issue, then answer “maybe”.

- 5.2.1 If you are uncertain about how to respond to any of the questions in the checklist, discuss the checklist with the Associate Chair for ESHQ or call the Community Involvement Office for assistance. If you are comfortable with your answers to all of the checklist questions, then go to Steps 5.2.5 or 5.2.6.
- 5.2.2 If you have checked all boxes in the checklist “no”, then you have determined that no community involvement is needed in your issue, or in making your decision. Continue to Step 5.2.3.

If you have checked any box in the checklist “yes” or “maybe”, then there is a possibility that community involvement may be needed for this issue or decision. Go to Step 5.2.4.

- 5.2.3 If there is no need for community involvement in your issue, then your last actions are to transmit the completed checklist to the Manager of Community Involvement with a copy to the C-A Associate Chair for ESHQ. This will ensure that the issue has been evaluated and will establish a point of contact should cross-program issues or other questions arise.

- 5.2.4 Checklists in which you conclude that there may be a need for community involvement should be sent to the Manager of Community Involvement with a copy to the C-A Associate Chair for ESHQ.
- 5.2.5 The Community Involvement Office will arrange to meet with the appropriate C-A management to discuss your issue and make a final decision on the need for community involvement.
- 5.2.6 If the determination is that no community involvement is needed, then your process is complete. If the determination is that community involvement is needed, the Community Involvement Office will contact C-A management to implement the process.

6. Documentation

- 6.1 Copies of completed checklists sent to Manager of Community Involvement Office and C-A Associate Chair for ESHQ.

7. References

BNL-52562, Community Involvement Plan, April 15, 1999.

8. Attachments

- 8.1 Guidance for Answering Checklist for Identifying Issues/Decisions that may Require Community Involvement.

Attachment 8.1

Guidance for Answering Checklist for Identifying Issues/Decisions that may Require Community Involvement

Question 1: Is community involvement required by law or agreement?

This question is for those issues where legal or regulatory requirements make community involvement mandatory. Examples of laws that may require community involvement at BNL include:

- Comprehensive Environmental Restoration Compensation, and Liability Act (CERCLA)
- National Environmental Policy Act (NEPA)

Agreements or Memoranda of Understanding with local, state, or federal agencies may also include requirements for community involvement.

Check with the ESHQ Division Head if you are unsure about regulatory requirements.

Question 2: As a result of this issue, could safety or health risks be introduced into the workplace that are different from, or exceed those, usually encountered by BNL workers; could public exposures to radiation or hazardous materials increase; and/or could hazardous or radioactive substances be released to the environment (air, water, groundwater, or soil)?

This question addresses a key reason for community involvement at BNL: are there potential or perceived impacts on worker and/or public health and safety or on the environment?

No other issue is more sensitive than this. In particular, increases in public exposure to radiation or hazardous materials although the air, water, or groundwater are potentially a cause for community involvement, even if the exposures will be far below regulatory limits.

Examples of worker health and safety issues that could require community involvement are listed below:

- Introduction of new, unusual, or expanded safety hazards into the workplace
- Introduction of new, unusual, or expanded radioactive or chemical hazards into the workplace
- Reduction or loss of critical skills or capacities to perform critical safety functions
- Workplace accidents involving release of radioactive substances and/or hazardous chemicals

- Significant worker injuries or work-related illnesses
- Job-related worker fatalities

Examples of public health and safety and environmental issues that could require community involvement are listed below:

- Release of tritium, other radioactive substances, and/or hazardous chemicals to the air, surface water, or groundwater on Laboratory property
- Release of tritium, other radioactive substances, or hazardous chemicals to the air, surface water, or groundwater off site
- Release of tritium, other radioactive substances, or hazardous chemicals to the air, surface water, or groundwater
- Discovery of radioactive or chemical contamination in the soil or water, on site or off site
- Cleanup or restoration of any newly identified contaminated areas, on site or off site
- Decontamination and demolition of any BNL facilities contaminated with radioactive and/or chemical substances
- Exceeding permits, release criteria, etc.

Question 3: Could the decision affect sensitive components of the ecological system on and/or off the Laboratory?

Many internal and external community members are very concerned about any real or perceived degradation of the ecosystem on Long Island.

Therefore, any issue that may impact any component of the ecosystem should be considered for community involvement. Examples are listed below:

- Encroachment on sensitive ecological areas by construction
- Disturbance of a habitat for a protected species
- Disturbance of wetlands
- Construction or disturbance of the buffer zone surrounding BNL facilities and site

Question 4: Could the decision affect the quality of life of the members of the community?

Another issue of importance to members of the internal and external communities is quality of life.

Many employees and residents live on Long Island because of their quality of life.

Therefore, any issue that may affect or be perceived to affect quality of life should be considered for community involvement. Examples of quality of life issues include:

- Loss of Laboratory jobs or benefits by employees and/or retirees
- Loss of scientific facilities and/or the ability to perform scientific research
- Access to the buffer zone by equestrians
- Access to the Peconic River for recreational fishing
- Access to BNL for concerts and similar cultural activities
- Access to exercise routes by employees
- Increase of commercial development along the William Floyd Parkway/County Route 46
- Changes to the visual esthetics of the region
- Increase to noise levels in the nearby community

Question 5: Could the issue result in redirection of funds that will reduce, eliminate, or delay programs that are important to any segment of the community as defined above?

Members of the BNL community would likely be concerned if an issue or decision results in reducing funding on decisions or issues that affect them directly.

Examples of issues that may be of particular importance to members of the internal and/or external communities are listed below:

- Science
- Education
- Worker safety
- Environmental protection, cleanup and restoration
- Waste management, shipment and disposal

Question 6: Could the issue or activity be controversial? Are or will there be advocates of one outcome over another within the community?

Controversial issues will always be important to someone or some group.

If there is a dispute over an issue involving one community group and another or the Laboratory, then there is almost certain to be community interest in some parties, potentially resulting in community initiatives, media coverage, etc.

Any issue that is controversial is almost certainly a candidate for proactive community involvement.

Question 7: Could the issue impact one or more values (needs, concerns, priorities or

interests) within the community?

Values are the fundamental beliefs or concerns that people care about the most. When people's values are impacted, they react strongly and defensively.

Many of the issues already identified in this checklist represent values in the community around BNL (e.g., environmental protection, public health and safety, quality of life, etc.).

Other values held by members of the community may be important as well. Some examples are listed below:

- Economic health of the community
- Protection of jobs
- Educational opportunities
- Honesty and integrity in relationships

A good way to examine values is to analyze what is fundamentally important to you as a member of the BNL community and as a resident of Long Island.

Question 8: Could the decision set a precedent for future projects, programs, or activities, or contradict precedents already set by previous programmatic decisions?

This question addresses the long-term impacts of a decision. Sometimes a decision that seems straightforward or obvious for a specific project or activity can set a harmful precedent or conflict with important precedents already established. Examples of such decisions are listed below:

- Establishing a planning assumption
- Setting a default cleanup level
- Establishing a standard practice or procedure

Question 9: Based on your evaluation of the issue, will a decision be better made by involving the community?

This question allows for you to exercise your judgment and intuition. Regardless of the answers to the other questions, if you feel that your issue may need community involvement, then you should discuss it with the Community Involvement Office. Checking "yes" or "maybe" to this question will initiate that discussion.